

**CITY OF HALLANDALE BEACH**  
**VARIANCE**  
**SUBMISSION CHECKLIST**

Date: \_\_\_\_\_ Folio # (required) \_\_\_\_\_

Location/Subject property: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Agent's Name (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

This checklist is for the convenience of applicants and the city to ensure basic submission information is provided. Applicants are responsible for submitting proposal in total compliance with all the requirements of Article VIII of the Zoning and Land Development Code. Failure to provide any listed items shall because for the city to return your application. You will be notified of any deficiencies of your submission after a sufficiency review of the application occurs. The adequacy of the submittal will be determined by staff.

**Section I – General Information**

- |    |  |                    |
|----|--|--------------------|
| A. | Applicant has had a pre-application conference with staff.   | _____ Yes _____ No |
| B. | Structure for which variance is requested is already erected.  | _____ Yes _____ No |
| C. | Has a Notice of Violation been issued for structure for which<br>The variance is sought? (If yes, please attach copy.) | _____ Yes _____ No |



		<u>APP</u>	<u>CITY</u>
1.	Fees: Proof of payment (full fee)	_____	_____
2.	Application has been fully completed, including full address, location and legal description of the subject property. Application must be notarized.	_____	_____
3.	A cover letter which clearly identifies what the variance request is and why it is necessary.		
4.	A COMPLETE response to the review standards noted in Section 32-965.	_____	_____
5.	Proof of ownership of the subject property with signature of all owners of record.	_____	_____
6.	Written consent (notarized) of owner of record, if applicant is not the owner of the subject property; if joint and several owners, the written consent of all owners of record shall be required.	_____	_____
7.	A certified plat of survey, prepared within one (1) year from date of application, which includes:	_____	_____
	a. An accurate legal description of the subject property.	_____	_____
	b. Computation of the total area of property in square feet and to the nearest		
	c. Zoning of the property.		

**NOTE: Consult staff on the use of existing outdated surveys. Partial surveys may be allowed on oversized properties on certain requests.**

8. A scaled site plan, which accurately represents the proposal, including all appropriate setbacks and dimensions. (Scale no smaller than 1 inch equals 50 feet.) \_\_\_\_\_
9. Additional drawings/materials to help clarify the request. Elevations will be necessary for sign variances. \_\_\_\_\_
10. A mailing list of all property owners located within 1,000 feet of the subject property, measured from the perimeter boundaries of the property, \_\_\_\_\_
- a. Mailing List \_\_\_\_\_
- b. Map of 1,000ft radius area \_\_\_\_\_
- c. Letter certifying the accuracy and completeness of the mailing list, prepared by a professional as listed in the notice requirement handout. \_\_\_\_\_
11. Fifteen copies provided of documents larger than 8-1/2 x 11 inches. \_\_\_\_\_
12. All copies larger than 8-1/2 by 11 inches are FOLDED to a size no larger than 8-1/2 x 11 inches with title block folded out. \_\_\_\_\_
13. Sheets are no smaller than 8" x 11" to adequately show the request or no larger than 24" x 36". (Exceptions must be approved by the Director.) \_\_\_\_\_

**Section 32-965(b), indicates that applications for variances shall be reviewed for adherence to all of the following criteria listed below:**

**The completeness of your response to the following items is very important to your request. It is your justification for the request variance at public hearings before the Planning and Zoning Board and City Commission. Following each item (in parenthesis), the criteria has been restated in layman's terms to help you in formulating an adequate response.**

**Provide a separate sheet addressing each of the criteria items (1) through (7), and attach it to your cover letter.**

- 1. That special conditions and circumstances exist which are peculiar to the land, structure or building involved, and which are not generally applicable to other lands, structures or buildings in the same zoning district. (Describe what special conditions or circumstances affect your property and/or building and how these conditions and circumstances are different from those of neighboring properties).**
- 2. That the special conditions and circumstances do not result from the action of the applicant. (State whether the need for a variance was caused by something you did on the property, or is the situation caused by the actions of others).**
- 3. That granting the variance requested will not confer on the applicant, any special privilege that is denied by the Code to other lands, building, or structures in the same district. (Will the variance allow you to do something that owners of neighboring properties are not allowed to do? If not, explain why not).**
- 4. The literal interpretation of the provisions of the Code would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Code, and**

**would work unnecessary and undue hardship on the applicant. (What are the rights you believe are being taken away from you by your having to comply with the requirements of the zoning district? What is the hardship (other than monetary) or problem, which is being created by having to comply?)**

- 5. That the variance granted is the minimum variance that will make possible the reasonable use of the land, building or structure. (Describe what alternatives or options you have considered in order to minimize your variance request and still have reasonable use of your property.)**
- 6. That the granting of the variance will be in harmony with the general intent and purpose of the Code. (State how your request is in harmony with the City regulations to promote, protect and improve the public's health, safety, comfort, good order, appearance, etc.)**
- 7. That such variance will not be injurious to the area involved or otherwise detrimental to the public welfare. (Describe how the granting of the variance will not adversely affect neighboring properties and the City overall.)**